

# Comparisons of Job Characteristics

**Focus Occupation:** Court, Municipal, and License Clerks (43-4031)

**Associated Occupation:** Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Compare Knowledge

Compare Skills

Compare Abilities

Compare Detailed Work Activities

Compare Tools and Technologies

<<	Focus occupation element is much lower
<	Focus occupation element is lower
0	Focus occupation element is at a similar level
>	Focus occupation element is at a higher level
>>	Focus occupation element is at a much higher level

## Knowledge

Similarity of Focus Occupation to Associated Occupation: 94

**Focus Occupation:** Court, Municipal, and License Clerks (43-4031)

**Associated Occupation:** Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Associated Occupation's Key Knowledge Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Clerical	7.3	20.7	16.4	<< Extensive education and/or training may be required
Customer and Personal Service	11.3	15.7	13.6	< Expanded education and/or training may be required
English Language	11.2	13.5	11.7	< Expanded education and/or training may be required
Computers and Electronics	8.4	12.5	8.9	<< Extensive education and/or training may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Skills

Similarity of Focus Occupation to Associated Occupation: 95

**Focus Occupation:** Court, Municipal, and License Clerks (43-4031)

**Associated Occupation:** Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)

Associated Occupation's Key Skills Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation
Speaking	10.8	13.8	12.2	< A higher skill level may be required
Active Listening	11.0	13.6	12.6	0 Current skill level may be sufficient
Time Management	8.9	12.7	8.4	<< Extensive development of skills in this area may be required
Writing	9.2	12.5	11.0	< A higher skill level may be required
Service Orientation	7.9	12.2	7.6	<< Extensive development of skills in this area may be required
Management of Material Resources	3.7	5.8	1.6	<< Extensive development of skills in this area may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Abilities		Similarity of Focus Occupation to Associated Occupation: 96			
Focus Occupation: Court, Municipal, and License Clerks (43-4031)					
Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)					
Associated Occupation's Key Abilities Elements	Average Rating, All Occupations	Associated Occupation's Rating	Focus Occupation's Rating	Evaluation of Focus Occupation	
Oral Comprehension	12.5	15.0	13.4	<	Some improvement in abilities may be required
Oral Expression	12.4	14.1	13.4	0	Current ability level may be sufficient
Speech Recognition	9.9	13.3	10.5	<	Some improvement in abilities may be required
Written Comprehension	11.0	13.1	12.9	0	Current ability level may be sufficient
Near Vision	11.1	12.5	12.4	0	Current ability level may be sufficient
Information Ordering	9.9	12.3	9.9	<	Some improvement in abilities may be required
Written Expression	9.8	12.2	12.1	0	Current ability level may be sufficient
Time Sharing	6.6	7.9	5.1	<<	Extensive improvement in abilities may be required

The maximum possible rating is 25.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

Activities that Both Occupations Have in Common		Similarity of Focus Occupation to Associated Occupation: 83
<b>Focus Occupation: Court, Municipal, and License Clerks (43-4031)</b> <b>Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)</b>		
Work Activities	Exclusivity of Activity	
Compile itinerary of planned meetings or activities	85	
Fill out business or government forms	42	
Maintain appointment calendar	78	
Maintain inventory of office forms	71	
Maintain job descriptions	78	
Maintain records, reports, or files	5	
Maintain telephone logs	74	
Prepare financial reports	67	
Take dictation	87	
Take messages	68	
Transcribe spoken or written information	74	
Use computers to enter, access or retrieve data	3	
Use oral or written communication techniques	1	
Use shorthand writing procedures	92	

Use spreadsheet software	18
Use word processing or desktop publishing software	17
Write business correspondence	58

Not all positions in these occupations will necessarily perform all of the listed activities. The exclusivity rating is an indication of how unique the activity is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations engage in that activity.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.

## Tools and Technologies that Both Occupations Have in Common

Similarity of Focus  
Occupation to Associated  
Occupation: n/a

**Focus Occupation: Court, Municipal, and License Clerks (43-4031)**

**Associated Occupation: Secretaries and Administrative Assistants, Except Legal, Medical, and Executive (43-6014)**

### Tools and Technologies

### Exclusivity

Tools and technology data is unavailable for one or both occupations.

Not all positions in these occupations will necessarily use all of the listed tools and technologies. The exclusivity rating is an indication of how unique the tool or technology is amongst all occupations. The maximum rating is 100. High scores indicate that only a small number of occupations use that tool or technology.

Source: Alaska Department of Labor and Workforce Development, Research and Analysis Section analysis of O\*NET (Occupation Information Network) data.